

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 20-2

March 27, 2006

Training and Education

***TRAINING STATEMENTS INCLUDED IN NATIONAL WEATHER SERVICE
DIRECTIVES***

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OPR: W/CFO3 (J. Conyers)

Certified by: CFO/CAO (J. Potts, Acting)

Type of Issuance: Initial

1. The purpose for establishing this Directive is to institute a structured process that ensures NWS training needs for new and/or revised technology, systems or programs, are considered and documented by the Office of Primary Responsibility (OPR), in a directive, if required.
2. To adhere to this policy, the initial training need must be communicated using a training statement. The training statement must be present in new and established directives. The statement will be added to established directives during the 2-year update cycle or if an emergency update is required.
3. This directive establishes the following authorities and responsibilities:
 - 3.1. The Director of the Training Division (OS6) is responsible for:
 - a. analyzing and reviewing directives to ensure a training statement is included, if required.
 - b. concurring with the training statement and approving the directive, if the language is sufficient.
 - 3.2. The OPR is responsible for:
 - a. drafting the new and/or revised directive, to include the training statement.
 - b. forwarding the directive to counterparts in all affected offices, including OS6.
 - c. obtaining OS6 acceptance on the directive.
 - d. coordinating with OS6 early in the planning phase to identify training needs and resources.
 - e. coordinating with OS6 to develop a subsequent training plan.

4. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

<u>Signed by David L. Johnson</u>	<u>3/13/06</u>
Brigadier General David L. Johnson, USAF, Ret.	Date
Assistant Administrator for Weather Services	

Attachment 1

REFERENCES AND GLOSSARY OF TERMS

References

NWS Instruction 20-201, a procedural directive, will be issued to assist the OPR with developing a training plan.

NWS Instruction 1-101, NWS Directives System – Structure and Management

NWS Policy Directive 10-1, NWS Requirements

NWS Instruction 10-101, Change Management Process

NWS Instruction 10-102, New or Enhanced Products and Services

NWS Manual 20-102, National Strategic Training and Education Plan Process and Annual Implementation Plan for Training and Education

Terms

Training Need - A deficiency or skill gap.

Training Division, OS6 - Analyzes, reviews and accepts training statements and requirements; assists offices with developing training plans.

Office of Primary Responsibility - Routing code for the NWS region, NCEP division, or field office (station identifier) responsible for the supplement followed by name of the author (first initial and last name).

Training Statement – A broad statement that demonstrates a consideration for training and documents the intent of the OPR to coordinate with OS6. Sample statement: We anticipate a training need based on a new and/or revised technology, systems or programs. If needed, the OPR will coordinate with OS6 to identify training needs and resources; and later develop a training plan.